

Checklist for Occupational Tax Certificate Application

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application. We recommend you make a copy of your application for your records. Zoning Verification & Certification for business location must be obtained from the Planning & Development Department before submitting the application.

For Owners:

- Signed, completed application. Incomplete applications will be returned.
- Photo identification.
- Completed SAVE affidavit.
- If you are not an American citizen, attach a copy of legal Permanent Resident Card or Employment Authorization Card, or other authorizing documentation to be verified by Homeland Security.
- If you are required by the State to hold a professional license, attach the license to your application.
- Payment - \$50 administrative fee *plus* Occupation Tax amount. Checks payable to City of Duluth.

For Employees: (dependent on # of employees)

- Completed Federal Work Authorization program enrollment – private employer affidavit (E-Verify).

For Business Location:

- Zoning Verification & Certification Approval.
- Copy of the Certificate of Occupancy.
- Copy of the Fire Marshal Certificate.
- Lease agreement if you are renting space for the business.
- Copy of the health report from Environmental Services (Health Department), if required.
- If there are renovations, remodeling, change in use, or other circumstances, a **building permit** may be required. Please schedule an appointment with the City of Duluth Planning Division within the Community Development Department, 770/476-1790 to determine proper procedure.
- Ensure that the street address, including suite number, is visible on the exterior door of the business and is visible from the street.

Additional Requirements - for Home Occupational Sites Only

- Customary Home Occupation Affidavit.
- Approval from leasing office if living in apartment complex.
- Document (i.e., utility bill) that provides proof of residency at the selected location.

Opening Your Business

- Receive occupation tax certificate prior to opening your business.
- Post occupation tax certificate in prominent location at your business.